

ACADEMY LEARNING CENTER

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

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HONEYWELL INSTANT ALERT FOR SCHOOLS Parent User Interface

URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are a parent in the school, click on "Parent" in the New User box.
3. If you are a staff member in the school, click on "School Staff" in the New User box.
4. Complete the student information form. Click Submit
5. Complete the corresponding screen. Click "Submit"
6. After receiving the Confirmation message, click "Proceed" to get started with instant Alert.
7. **Note:** Remember your Login Name and Password so you may use it to update your profile.

(Your initial parent names & home phone number will be entered by the school office from your child's IEP. It is the parents responsibility to update any additional phone number and/or changes to your contact information, in order to receive any alerts which are sent out(i.e. delayed openings, early dismissals or school closings, that are not listed in the school calendar).

View and check details about yourself and your family members

1. Upon successful login, click on "My Family"
2. Click on parent name to view and edit parent details
3. Click on a student name to view details about your children enrolled in our school.

Configure alert settings for yourself

1. Click on "Alert Setup."
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on Save when complete.
3. If you would like to add other contact device select the device type and enter the device details. Select the person to whom the device belongs and click on Add.
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on "Send Test Message" to send yourself a message

For Assistance: <https://instantalert.honeywell.com>

Click on the Help Request link in the lower right hand side of the page

Note: You may need to set your e-mail spam filter to receive e-mail from Honeywell.com